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Outreach Notice

**Support Service Specialist
GS-0342-06/07**

**Chequamegon-Nicolet National Forest
Washburn Ranger District**

Duty Station: Washburn, Wisconsin



The Chequamegon-Nicolet National Forest, Washburn Ranger District, may soon be filling a Support Service Specialist, GS-0342-06/07 position. The duty station for this position is Washburn, Wisconsin. This is a permanent appointment with a full-time tour of duty.

This position is located on a Ranger District. The incumbent is responsible for accomplishing a variety of office management support services including but not limited to arranging and coordinating the following:

- Purchasing and Procurement

- Permit Sales
- Unit Collections
- Correspondence and Mail Services
- Records Management
- Visitor Information Services and Front Desk Coverage
- Coordinating/Tracking Budget
- Time/Attendance
- Travel
- Training
- Property Management
- Personnel Actions
- Office Equipment Maintenance
- Upward Information/Reporting
- Keeping employees apprised of current personnel policies, rules, and regulations.
- Interpreting regulatory guidance and ensures compliance in the areas under the incumbent's purview.
- Supervises individuals performing administrative support duties.

Other Information of Interest:

- One position will be advertised.
- In addition to the duty station city, work will be performed at other locations as needed.
- The work schedule is Maxiflex. Under a Maxiflex schedule, a full-time employee has a basic work requirement of 80 hours for the biweekly pay period but may vary the number of hours worked on a given workday or the number of hours each week within the limits established by the Forest Service unit.
- Travel is required occasionally and/or overnight.

Chequamegon-Nicolet National Forest

The Chequamegon-Nicolet National Forest is located in the beautiful Upper Great Lakes Region of the Midwest and Wisconsin's Northwoods, covering over a million and a half acres. The Chequamegon side of the forest covers about 858,400 acres in Ashland, Bayfield, Sawyer, Price, Taylor, and Vilas counties while the Nicolet side covers nearly 661,400 acres in Florence, Forest, Langlade, Oconto, Oneida, and Vilas counties.

Renowned for its four seasons of natural beauty, it is home to a diverse array of northern hardwoods, pines, and meadows. It is bountiful with lakes, rivers, and streams. Areas of highlands overlook the surrounding landscapes.

The Wisconsin Northwoods have been the destination of recreationists and vacationers for over a century, with its abundant opportunities for fishing, biking, hunting, camping, hiking, skiing, boating, birding, and cultural resource sights and attractions. Located 300-450 miles north of Chicago and approximately 200 miles from Minneapolis/St. Paul, the Northwoods weather is characterized by generally pleasant summers of warm days and cool nights, perfect for enjoying the abundant lakes, camping sites, canoeing and kayaking rivers. The fall season is generally cool and dominated by great panoramas of color. The winters

generally offer plentiful snowfalls, cold temperatures, and great opportunities to frequently snowshoe, ski, and snowmobile.

The Washburn and Greater Chequamegon Bay Community:

Surrounded by forest, the city of Washburn nestles on the shore of Lake Superior's Chequamegon Bay in northernmost Wisconsin and serves as the Bayfield County seat. With unparalleled outdoor recreation opportunities, a vibrant cultural life, and a progressive atmosphere, Washburn is a great place to live, a rewarding place to do business, and a spectacular place to visit.

Washburn hosts a variety of options for the outdoor enthusiast. A full selection of streams, inland lakes, and Lake Superior provides endless choices to those that love to fish, sail, canoe, kayak, or just spend time near water. Hundreds of miles of trails are also available for those with an interest in biking, hiking, skiing, snowshoeing, horseback riding, or snowmobile and ATV. Washburn's proximity to the [National Park Service - Apostle Islands National Lakeshore](#) allows for a quick getaway to one of our nation's most pristine treasures.

Washburn sits between the cities of Ashland to the south and Bayfield to the north. Ashland is the home of the [Northern Great Lakes Visitor Center](#), and Bayfield is the gateway to the Apostle Islands National Lakeshore. The Northern Great Lakes Visitor Center is a collaboratively managed Forest Service facility within the Washburn Ranger District and features a regional [Historic Center and Archives](#), gift shop, art gallery, theatre, and a five-story observation tower offering a panoramic view of Lake Superior and the great Chequamegon Bay Area.

Washburn is served by the K-12 Washburn School District. Total student enrollment is approximately 550 students.

Learn more about Washburn and nearby communities at:

Ashland: <http://www.visitashland.com/>
Bayfield: <http://bayfield.org/>
Washburn: <http://www.cityofwashburn.org/>

OUTREACH NOTICE APPLICANT REPLY FORM

If you have further questions regarding this position, please contact Michelle Davalos at 715-373-2667 x5224 or mdavalos@fs.fed.us. If you are interested in this position, please complete and submit this form to mdavalos@fs.fed.us by December 16, 2016.

Support Service Specialist

GS-0342-06/07

Duty Station: Washburn RD

Respond by: December 16, 2016

Applicant Information

Name: _____ E-Mail Address: _____

Current Title, Series, Grade: _____

Current Organization/Location: _____

Current Appointment: ☐ Permanent ☐ Temporary ☐ Term ☐ Not Current Employee

If you are NOT a current permanent (career or career conditional) employee, are you eligible to be hired under any of the following authorities:

- | | |
|---|---|
| <input type="checkbox"/> Reinstatement | <input type="checkbox"/> Person With Disabilities |
| <input type="checkbox"/> Disabled Veteran with 30% Compensable Disability | <input type="checkbox"/> Former Peace Corps Volunteer |
| <input type="checkbox"/> Veteran's Employment Opportunities Act of 1998 | <input type="checkbox"/> Demonstration Project (external recruitment from the general public) |
| <input type="checkbox"/> Other | |

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